

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Work Session/Meeting

November 9, 2016

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett (absent with prior notice), Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator; and Hope K. Kokas, Administrative Assistant.

I. CALL TO ORDER: Chris called the meeting to Order at 4:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. REVIEW / APPROVAL MINUTES: Paul Made the Motion to approve the November 3, 2016 Meeting & Non-Public Minutes as written. Russ Seconded. The Motion carried Unanimously.

V. NEW BUSINESS:

1. Review for Action: Consent & Signature File as of November 9, 2016:

11/9/16	Request to Change Classification of Employee	N/A
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Russ Made the Motion to approve the Consent and Signature File as presented for November 9, 2016. Jean Seconded and the Motion carried Unanimously.

Walter reported that the property owner for the two properties recently tax deeded to the Town, Zermatt Street (MBLU 150-027) and 158 Shaker Jerry Road (MBLU 176-016), has paid in full for both parcels. At last week's meeting the Selectmen authorized the Town Administrator to prepare the deeds to transfer these parcels. He provided the Selectmen with the deeds for execution to transfer these properties back to Randall Martel.

2. Review for Action: Discussion Re RAB at Large Members & Volunteers: Walter reported that the three people that have recently volunteered to be on the Recreation Advisory Board (RAB) are in attendance at the meeting to discuss their interest and for the Selectmen to explain the new charge. Chris welcomed Linda Murray, Bonnie Donahue and Wendy Krauss and learned that they have all reviewed the new RAB charge. He asked if each person could explain their interest in being a member of the RAB and what they perceive would be their role in supporting the Recreation Department. The volunteers explained that they see a need for more activities for seniors, full day summer camp, and due to the lack of property facilities, a lack of programming. Two of the individuals are retired and one looks forward to retiring. There is a desire to give back to the community and to remain active through their love of recreation and sports. All three are participants in Pickleball and found it interesting that despite this, they didn't know that the other individuals had volunteered to be on the RAB. Two of the volunteers have had either their children or grandchildren participate in the Town's Recreation programs. They felt that their roles were to bring back what they hear in the community about Recreation programming, to research and explore other activities, and work with the Recreation Director to seek out and evaluate other options. Paul said that a lot of the Recreation Department's programming is for youth, and asked how they would

bring this feedback to the RAB. The individuals replied that they would do this through their family or themselves volunteering in Recreation's activities. One individual expressed her concern that there weren't any parents with young children volunteering to be on the RAB. It was acknowledged that being a parent with young children, while working full time is very hectic, with little spare time to give. Russ commented that the previous members of the RAB did not have good results, and felt that having the cooperation of the RAB members with the Recreation Department was huge. Russ asked and discussion occurred about the volunteers' knowledge of what had previously taken place with the RAB and their perceptions. It was acknowledged that they had heard about the scheduling difficulties, especially with Pickleball. When the Selectmen were asked about their expectations, Russ replied that any problems that arise concerning the Recreation Department are to be handled by the Selectmen. It is not the RAB's role to solve or adjudicate problems. Chris said the role is to support the Recreation Department and to not second guess, despite their personal opinions. Chris mentioned their comments about a need for a senior community center and asked if they felt that the programming or facility was adequate. They responded that it wasn't. They all agreed that the Town needs a community center for all ages. Chris stated his support for a community center, adding that the present building was never meant to meet this need. He added that some of the former RAB members were not in favor of the proposed community center. One individual expressed her opinion that the problem had been that the cost was too high, and if it had been around \$1 to \$2 million, then it would have been approved. Discussion occurred about the Town purchasing the Lions Club with the original idea of creating a community center there, but felt that the present facility and location don't meet the needs. Jean read the charge of the RAB, which is to work with the Recreation Director, the Town Administrator and the Selectmen to plan and implement recreation programs. One individual said that it was her hope that the members of the RAB will be given accurate information and to be able to voice their concerns to the Selectmen. Paul said that the Recreation Director has been given the challenge to work with the present facilities and to schedule activities. Recreation Director Donna Kuethe replied to the Selectmen that it would have been nice to have a parent with young children as a member, but she felt that the three volunteers were open to working with the community. Paul Made the Motion to appoint Linda Murray, Bonnie Donahue, and Wendy Krauss as members at large to the Recreation Advisory Board with a three year term to expire in March 30, 2019. Russ Seconded and the Motion carried Unanimously.

3. Review for Action: Discussion Future Recreation Department Use of Lions Club Facility: Walter told the Board that based on the Town assuming the responsibilities of the Lions Club, he asked the Recreation Director, Donna Kuethe and her department to explore any additional uses and to see if the Recreation Department could mold their present programming/activities into the existing Lions Club facility, with the duties to manage scheduling of all the activities that are now taking place there. He added that this is a preliminary discussion and to see if the Selectmen want to go forward to investigate the options. Donna Kuethe said that she and her department thought outside of the box, adding that she still thinks that the proposed community center was the best option, but understands that it is her job to go forward. Despite the rejection at Town Meeting of the proposed community center, this didn't change the need. She informed the Board that they have lost revenue producing programming due to the lack of space. Donna said that using the Lions Club could allow full day summer programming and the after school

program, but the senior meal program that takes place would present a problem. They considered the possibility of moving the senior meals to the present Recreation building, which would require the addition of a commercial kitchen. If they were to use the Lions Club, they would need to separate activities and could do that with moveable walls, which would be challenging. A possibility would be to move the senior meals during the summer to the Central School. Or, a consideration could be to add a banquet area at the Lions Club and add space with higher ceilings. If they were to utilize the Lions Club, she thought \$50,000 would be needed to make improvements, build offices, add rubber floors, work on the grounds and add an outside basketball court. This is the start of the conversation. She provided the Board with information about a portable outside gym (tent like structure). Donna felt that having the after school program at the Lions Club would be a challenge as transportation would have to be provided, but it could be worked out. Paul asked Donna if she thought that it would be appropriate to move senior activities to the present Recreation building. Donna said she'd prefer to keep all activities at the Lions Club as she wants to avoid staff having to run back and forth and the need for coverage in both places. Walter asked the Board if they wanted to pursue this and to include the cost in the budget or if it was premature. He said that as of June the Lions Club will be the Town's responsibility and for budgeting purposes, if the Recreation Department doesn't make the move, then the budgeting requirements change. The Board agreed that it was never intended to make a community center out of the Lions Club and if they spend money on the building now to accommodate the Recreation Department, it is a "band aid" attempt. Chris said this frustrates him, especially when the Town has the resources to do it right. Donna agreed and said that the proposed community center on the Taylor property was a much better fit, especially with the location being right next to the schools. The Board acknowledged that the need still exists. Walter asked if they wanted to hold off on any further exploration. Paul asked then what would be the plan for scheduling and managing the Lions Club. Discussion occurred that the Board's hands were tied based on the mandate given them from the 2014 Town Meeting and the limited amount of funds allocated for the design and engineering of the proposed community center. It didn't allow them to fully explore and provide an accurate cost. Russ asked and Donna replied that the present Lions Club facility really doesn't better suit their needs. The Selectmen thanked Donna for attending.

4. Review for Action: Annual Review Inclement Weather Policy: Chris asked and the Board agreed that they were fine with the policy. Walter reported that this policy has been in place for the past few years. Director of Public Works, Chris Theriault told the Board that he didn't have any recommended changes. The Chair commented that he wants to be sure that roads are passable, especially during ice storms. Paul asked and Chris T. replied that there were 20 truckloads (400 yards) of organic material removed from the Public Safety Building parking lot. Chris expressed his frustration of not being able to go after the former contractor. Walter replied that there hadn't been any guarantees that are still valid after all these years. Russ added that the building committee at the time, made the decision to not hire a professional clerk of the works. The Board by Consensus approved the Inclement Weather Policy.
5. Review for Action: Staff Report, Highway Mechanic Position Description Review: Walter reported that the staff report written by Chris T. recommended an independent mechanic position which will save money by not using an outside mechanic. Chris T. said that all Town vehicles will receive routine maintenance by the DPW Mechanic. He

added that the position will require that they be also a diesel mechanic. Russ asked if it would be necessary for the Town to purchase tools. Chris T. said that the DPW is pretty much outfitted with what is needed and anything extra can be handled within the budget. Walter thought that most mechanics will have their own tools that they like to use. Chris T. thought that presently they are spending \$100/hour for outside mechanic work. Walter felt that an in house mechanic would provide preventative maintenance which will extend the life of vehicles and increase trade in values. The Chair agreed that this made sense, adding that when a vehicle is in need of repair, the Town needs it done now. Paul asked and Chris T. replied that he thought it wouldn't be difficult to find qualified candidates for the position. Paul Made the Motion to approve the proposed Mechanic job description as written and authorize the replacement of one Equipment Operator position with that of the Mechanic position, and post the Mechanic position to receive applications/letters of intent with résumés, and conduct interviews of the applicants to fulfill the needs of the Department and Town-wide fleet. Jean Seconded and the Motion carried Unanimously.

6. Review for Action: Staff Report, MPD Replacement, 911 Phone/Radio Traffic Recorder: Walter reported that Police Chief Leonard Wetherbee's staff report is requesting funding to replace and purchase the 911 phone and radio traffic recorder from the balance of reserve funds for a cost of \$11,315.19. Paul Made the Motion to approve the request of Chief Wetherbee to purchase a new phone and radio traffic recorder in the amount of \$11,315.19, to authorize the withdrawal of said amount from the Police Communications Technology Reserve Fund and waive the three-quote requirement due to the State Bid Contract lowest price guarantee. Russ Seconded and the Motion carried Unanimously.
7. Review for Action: Staff Report, MPD 2017 Police Cruiser Capital Request: Walter reported that Chief Wetherbee is requesting that they purchase the 2017 cruiser from unexpended funds from this year's Police budget, which is mainly due to vacancies in the department. Walter said that purchasing the vehicle now would mean delivery in the spring vs. waiting for approval of the 2017 budget at Town Meeting. He added that the department was able to do this last year and it worked out well. This would be from the Police Department's operating budget. Chris said that he was in support, especially as this was from an unforeseen surplus and not from "fluff" in the budget. Jean Made the Motion to approve the purchase of the scheduled 2017 Police cruiser and equipment in the amount of \$53,495 from the anticipated unexpended FY16 budget funds and to authorize the Town Administrator to sign all documents necessary to complete said purchase. Paul Seconded. The Motion carried Unanimously.
8. Review for Action: Lakes Region Planning Commission Appointment, Barbara Perry: Walter reported that he spoke with Barbara Perry and she has expressed her interest to continue to represent Moultonborough on the LRPC. Paul Made the Motion to appoint Barbara Perry to the Lakes Region Planning Commission with a term to expire November 30, 2020. Jean Seconded and the Motion carried Unanimously. Walter informed the Board that Scott Bartlett is willing to fill Paul's seat and to serve on the LRPC. Paul Made the Motion to appoint Scott Bartlett to the Lakes Region Planning Commission with a term to expire November 30, 2020. Jean Seconded. The Motion carried Unanimously.

VI. OLD BUSINESS:

VII. OTHER BUSINESS:

1. Board Update Reports: None.
2. Town Administrator's Report: Walter reported that Marvin Road was paved today and this completes the paving for the year. The Highway Foreman's position has been posted in-house. Two in-house applications were received for the Transfer Station part-time position. Chris T. and Ken F. will be holding interviews. An email was sent to neighboring towns postponing the November 22nd meeting until sometime in January. Walter informed the Board that he has advised the CEO Don Cahoon to proceed with the notices to the property owners of 35 St. Moritz Street to repair or raze the damaged building. Chris asked about the building on Whittier Highway, and Walter replied that the owner has been in and stated that that it will be razed before the winter. The next Selectmen's meeting is scheduled for December 1st, and the budget review begins at 8:30 a.m. that same day. The Planning Board will be holding its public hearing tonight at 7 p.m. on proposed zoning amendments. Walter reported that the Town Planner candidate that the Board offered a conditional offer to has informed him that he has accepted a position in another community and relayed his thanks to the Board for their consideration. Walter said that they will continue the search and he has a few leads.
3. Library Board of Trustees Minutes, October 13, 2016: Acknowledged.

VIII. CORRESPONDENCE: None.

IX. CITIZEN INPUT: None.

X. NON-PUBLIC SESSION: Paul Made the Motion to go into Non-Public Session per RSA 91 A:3II (b) for hiring and (c) for reputation of any person other than a member of the Board, and to return for the sole purpose to adjourn. Jean Seconded. A roll call was taken: Josh - Aye; Paul - Aye; Russ - Aye; Jean - Aye, Chris - Aye. The Motion carried Unanimously and the Selectmen went into Non-Public Session at 5:35 p.m.

The Board exited Non Public Session at 5:46 p.m. Paul Made the Motion to seal the minutes. Russ Seconded and the Motion carried Unanimously.

XI. ADJOURNMENT: Paul Made the Motion to Adjourn. Russ Seconded.
Motion Carried Unanimously.
Chris adjourned the meeting at 5:47 p.m.

Approved

Date

Respectfully Submitted

Hope K. Kokas, Administrative Assistant